

CENTER FOR INTERDISCIPLINARY RESEARCH IN THE ARTS (CIRA) GRADUATE STUDENT GRANTS 2007/2008

Program

Description and objectives: CIRA provides grants to support innovative projects in the arts at Northwestern. CIRA has been committed to cutting-edge, interdisciplinary arts research since its inception in 1986. CIRA encourages bordercrossings: across the fields of written, visual and performing arts; across disciplines and schools; between faculty, staff, and students; and between Northwestern and outside communities. Since 1996, CIRA's focus has been to promote and fund art works that are interdisciplinary and/or collaborative in their creation, production, or dissemination. Traditionally the arts have been an area in which new ideas are tested, norms are challenged, and possibilities are entertained. CIRA supports such innovative work.

Award amount: The maximum award for a single graduate student project is \$9,000.

Award period: Grants are awarded for one year. At the end of the project period, any remaining funds in the project account revert to CIRA.

Eligibility: All graduate students who are formally affiliated with Northwestern and will be on campus for the full duration of their grant are eligible to apply. Graduate students whose art projects meet the criteria outlined in the Project Guidelines below are urged to apply.

Department approval: Electronic submission of an application by the designated department or program person (see below) constitutes confirmation that the application has been vetted and endorsed by the department or program.

Deadline and Notification dates: Applications must be submitted by **12:00 noon on Friday, April 4, 2008**. Awards will be announced at the end of Spring quarter.

Review Process, Project Guidelines, Budget

Review process: Applications are reviewed by the CIRA Committee.

Project Guidelines:

1. Projects should challenge traditional notions of art in an innovative way and fit into one of three categories: transdisciplinary, collaborative, or interdisciplinary.
 - Transdisciplinary projects are those proposed by a single creator, and must be multidisciplinary in concept.
 - Collaborative projects are those proposed by creators who come from the same discipline. These projects must show how they involve new practices beyond what is traditional in their fields.
 - Interdisciplinary projects are those proposed by collaborators from different disciplines. These projects are expected to combine disciplines in new ways. (Applicants from fields that are by definition interdisciplinary, such as theater and

- film, must show how their project goes beyond the traditional interdisciplinary nature of their field.)
2. Within the criteria outlined above, projects may be in any of the arts or in a combination of arts; they may be oriented either toward the creation of new art or the presentation of art in new ways.
 3. Participants may include scholars, and some aspects of the project may be scholarly, but projects dedicated to scholarship alone will not be funded. We particularly encourage projects that find new ways to bring scholarship and creative arts together, or that think about the practice(s) of scholarship and art-making in conjunction.
 4. Projects that bring together different parts of the Northwestern community are encouraged. Examples include: exchanges among artists and scholars in different disciplines or schools; events that provide a chance for dialogue among faculty, staff, and students; and projects that invite response from people outside the specialized fields of the presenters.
 5. Projects may include artists, scholars, or communities from outside of Northwestern University.

Budget – Allowable Expenses (not an exhaustive list):

- Essential travel by the least expensive means for well-defined research/creative purposes.
- Payment for locations or services. On occasion, funds may be approved to pay for technical or other services essential to a project. (Honoraria for project participants, however, would not constitute an eligible expense.)
- Scholarly and artistic supplies beyond what would be considered normal and customary in the field. For example, the purchase of a computer would generally not constitute an eligible expense, except in cases where cutting-edge technology and project-specific software are required.
- Construction, rental or purchase of special equipment not available on campus. The possibility of renting or leasing, rather than purchasing, such items as audiovisual and photographic equipment should be explored.
- *In no instance will retroactive charges for expenditures incurred or committed prior to review and approval of the application be allowable.*

Nomination process

The materials described below must be collected into **a single pdf file** and submitted by the person in the department or program designated to be The Graduate School nominator for that department/program. **Applications not adhering to the page and format restrictions will not be considered.**

Materials required: The following materials are required, in the order specified. **Use Times New Roman 12 pt. font for the text of supporting materials.** Do not exceed page limitations.

1. The completed Application Form.
2. The completed Sample Work Form. Use this form to provide a description of the work sample (see item 6 below) and any special instructions for the committee, including URL(s) so that committee members can access the work(s).

3. A **two-page, double-spaced** statement that includes the following:
 - description of the project
 - justification of the interdisciplinary, collaborative, and/or transdisciplinary nature of the project
 - list of all personnel/collaborators
 - explanation of how the project is innovative for the arts
 - schedule for completion of the project
4. A **one-page** budget.
5. Curriculum vitas or résumés of the main collaborators.
6. One work sample in electronic format. Examples should be from work that will assist in the evaluation of your proposed project. This could be a series of images (no more than 10) of traditional artwork, a musical composition, a website, or a film. **For audio/visual submissions, please be aware that the committee will view no more than a ten-minute segment.** For installations or performances, please provide whatever appropriate documentation you might have. Samples that cannot be embedded in a text document, such as sound or video clips, must be made available on the web.
7. An unofficial Northwestern transcript. Unofficial transcripts may be obtained from CAESAR. After logging in to CAESAR, you can view your unofficial transcript by selecting “For Students” then “Academic Information” then “View Unofficial Transcript.” Select “Switch to printer-friendly view.” To save your unofficial transcript as an electronic document, cut and paste the entire transcript into a Word (or equivalent) file.
8. A letter of recommendation from your advisor (or another faculty member if advisor is unavailable).

Applicant’s responsibilities: The applicant is responsible for preparing items 1-7 as electronic documents and providing these to the designated nominator for the department or program. The applicant is also responsible for requesting that her/his advisor prepare the recommendation letter in electronic form and deliver it to the designated nominator.

Department nominator’s responsibilities: The designated department or program nominator is responsible for assembling all the documents into a single pdf file and submitting the application to The Graduate School through the web interface.

Instructions for web site: Each department or program should have a designated person who submits the pdf file through the web interface. This would normally be the Chair, Director of Graduate Studies or Program Assistant. This person should contact Bill Rett, IT Manager for The Graduate School, for access to the system or for other related technical questions (491-8538, w-rett@northwestern.edu). For other questions, please contact Mary Pat Doyle (847/491-8497, mdoyle@northwestern.edu).

To submit the application the nominator should go to <https://fellowships.gsad.northwestern.edu> and use her/his current netid and password to log into the site. After logging in, the designated submitter should fill in the data fields requested and click “Browse” to select the assembled pdf file. For Program, select the Academic Program that is nominating the applicant. For Award, select the correct competition the applicant is being nominated for. When everything is complete, click the “Submit Application” button at the bottom of the page.